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FSA Modernization Partner

NSLDS II Reengineering Screens Detail Design: Transfer Student Monitoring

Version 2.1

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NSLDS II Reengineering
SDD: Transfer Student Monitoring

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Document Control

Version Number	Description	Release Date	Author
1.0	Initial Release	09/30/2002	Sunil Malhotra
2.0	Documented additional business logic and error validation.	11/08/2002	Sunil Malhotra
2.1	Incorporated changes from client reviews.	11/26/2002	Sunil Malhotra

1   General Information

1.1   Background

The National Student Loan Data System (NSLDS) was established as part of the Higher Education Act of 1965, as amended, to provide a comprehensive repository of information about Title IV aid recipients and their loans, grants, lenders, guaranty agencies, servicers, and schools.

Given these challenges, a project to modernize the system – NSLDS Reengineering – has been undertaken to improve financial and data integrity, reduce operational costs, and improve customer satisfaction. At the heart of the design for a reengineered NSLDS solution are five "big ideas" for radically changing the underlying processes, data structures, and technical platforms supporting the existing system:

- Data Warehousing
- Internal FSA (Federal Student Aid) Direct Access
- Outsourced Enrollment Tracking
- Financial Partner Data Feed Reengineering
- Common Record Extension

The first phase of the NSLDS Reengineering effort is called NSLDS II. NSLDS II Release 1 will focus on the Data Warehousing and Internal FSA Direct Access opportunities, as well as assessing ways to support existing requirements through NSLDS II or other modernized systems. Later releases of work will focus on the remaining three ideas and enhancements.

1.2   NSLDS Points of Entry Overview

There are three main applications in the legacy NSLDS technical architecture that serve as the gateway for accessing and modifying Title IV data online. The applications include the Financial Aid Professional (FAP) website, Student Access Financial Aid Review (SAFAR) website, and the Customer Information Control System (CICS). As part of the NSLDS II replatforming initiative, CICS will be retired and its functionality will be transferred to the FAP website. The User Interface Inventory Matrix **(Reference Appendix B)** documents a comprehensive list of screens for the FAP and Student Access websites and the NSLDS functional area(s) they support.

The FAP website, which can be found at http://www.nsldsfap.ed.gov, will be the main user access point for NSLDS II data by Department of Education (ED) personnel, guaranty agencies (GAs), lenders, and schools. It provides support for users by tracking the financial aid and enrollment history for Title IV aid recipients, organizational information for Title IV aid financial partners, access to predefined reports, for some users, the ability to execute ad hoc

queries, and the monitoring of student transfers. A lender or school may also allow a servicer to access the website and provide online updates on their behalf. Each user must be registered with the website and can only log on with a valid User ID and Password.

The two major areas of enhancement for the FAP website will consist of the following:

1. Reengineering the existing reporting architecture
2. Retiring CICS

Reengineering the Reporting Architecture
Reports are currently accessed through the Main Menu, which allows users to execute predefined reports and receive the results either in their SAIG mailbox or download them directly (depending on the users permission level). If a user requires data that is not supported by a predefined report, they are limited to either developing their own query or contacting the support center to develop a query for them. In order to create a query, a user must be familiar with Structured Query Language (SQL), which is the code used to develop a query, the NSLDS data model, whose data elements are used within the SQL, and the Query Management Facility (QMF) tool, which is the application used to execute the query. In order to empower users and improve the customer experience for executing ad hoc queries, the MicroStrategy reporting tool will be implemented. The MicroStrategy reporting tool is a commercial off-the-shelf (COTS) package that has the capability to filter and analyze massive volumes of data to the transaction level. In addition, the MicroStrategy application server has a full range of query optimization algorithms designed to ensure that data is extracted from a database in the most efficient and least resource demanding way.

The new ad hoc reporting functionality will continue to be accessible through the Main Menu and Report screens in the FAP website. The detailed design regarding the report screen changes can be found in the Report Detail Design document.

Retiring CICS
CICS is IBM software that allows ED personnel to connect to the NSLDS mainframe and perform online transactions. Users have the ability to update or access data online from ED Headquarters or Regional offices. The majority of the CICS functionality has already been transitioned to the FAP website in response to user demand for a more user-friendly and flexible tool. The remaining functionality, which includes screens from the System Administration, Default Rate, and Student Status Confirmation menus will be transferred to the FAP website as part of the NSLDS II reengineering initiative. (This will complete the functionality transition to the FAP website, therefore, clearing the path for retiring CICS.) Once CICS has been retired, the FAP website will serve as the default application for ED personnel to access NSLDS II data.

The Student Access website, which can be accessed at http://www.nslds.ed.gov, allows borrowers to securely view and track their financial aid history. They have the ability to view their Title IV loans at a summary or at a detailed loan level. The summary loan level data allows a borrower to view all Title IV loans they are responsible for in a concise format. The

detailed loan level data tracks the history of each loan throughout its lifecycle.   Each student must be registered with the website and must have a valid User ID and Password to logon. This is a read only website and does not have any update capabilities associated with it.

The following diagram displays the CICS application being retired due to functionality being transitioned to the FAP website during the NSLDS replatforming initiative.
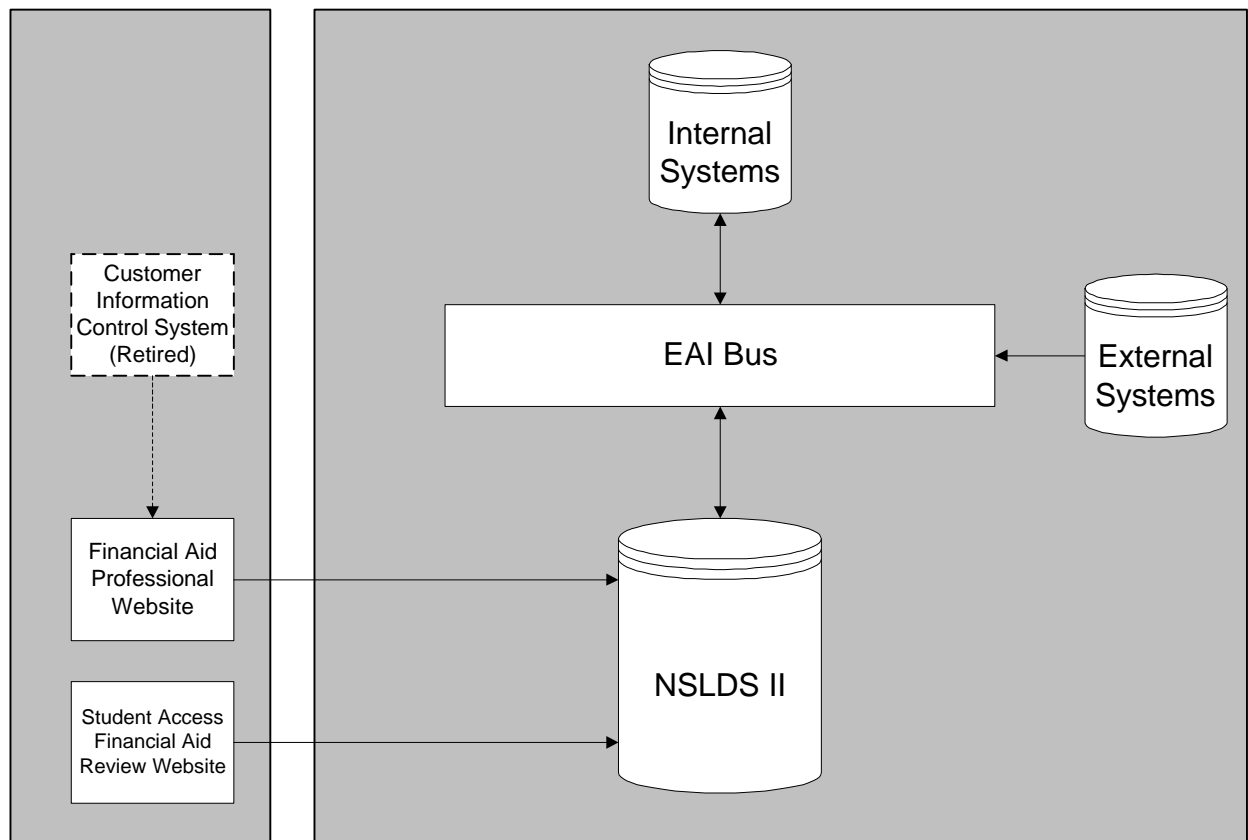
Figure 1, NSLDS II User Interface Diagram

1.3   Screens Detail Design Document Layout

The screens detail design document provides a blueprint for developing each screen that will support the FAP and Student Access websites. The screens detail design document is separated into the following modules:

Financial Aid Professional website

- Login-Menu – Contains the detail design for the Login-Menu screens.
- Financial Aid– Contains the detail design for the Financial Aid screens.

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- Enrollment – Contains the detail design for the Enrollment screens.
- Organization – Contains the detail design for the Organization screens.
- Reports – Contains the detail design for the Reports screens.
- Transfer Student Monitoring – Contains the detail design for the Transfer Student Monitoring screens.
- Admin/Support – Contains the detail design for the Admin/Support screens.
- Appendix A – Global Attributes for FAP Website– Lists common icons that may be displayed in the Login-Menu, Financial Aid, Enrollment, Organization, Transfer Student Monitoring, and Admin/Support modules.
- Appendix B – Provides a comprehensive list of all the screens in the FAP and Student Access websites and their associated function groups.

Student Access Financial Aid Review website

- Student Access– Contains the detail design for the Student Access screens.

This detail design document will contain the following information for each screen:

1.4   Name of the Screen

Description	Defines the purpose of the screen.
New or Existing	New – Indicates the screen is new to the website. Existing- Indicates the screen previously existed on the website.
User Group (Screen Level)	Identifies which function group currently has access to the screen.
Requirements Traceability	Maps the detail design for the screen to the detailed requirements.
Reference(s)	Lists reference documentation that provides additional detail for each screen.
Business Object	Lists the Business Object the screen will utilize for development purposes.

1.4.1   Software Unit Logic

NSLDS I File Name:	Lists the file name for each screen that was used for NSLDS I (if the screen previously existed).
NSLDS II File Name:	Lists the file name for each screen that will be used for NSLDS II.
Pre-Status:	Lists the screen names and their links that will allow a user to access a specific screen.
Post-Status:	Lists the screen names that are accessible from a specific screen (and the links that will allow a user to navigate to that screen). When the

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	user navigates to another screen, the screen will appear in the same window unless otherwise specified.
Gif Name:	List of Gif, or image, files used in the screen.
Tab Order:	Lists in numeric order of the tab order for each screen.

Note:

Section 3.1 (Class Diagram) of the Application Architecture Detail Design document identifies the ASP pages and the corresponding COOL:Gen Action Blocks (i.e., procedures). This will be used to further define the business logic, error validations and security in a later release.

1.4.2   Design Details

The following screenshot highlights the functionality of the screen:

Provides a design layout of the screen.

Note:

The screenshots depicted in this document were taken from the legacy website. The existing text, links, and data elements will be included in the NSLDS II website as described in this document. However, the actual look of the screens may be modified for the NSLDS II Release. Also, certain text, links, and data elements may be excluded from view based on the user's security access.

1.4.3   Screen Functionality

The following section lists and describes the functionality of each object on the screen.

Name of the Data Element on the screen	
Element	Type of data element (e.g., label, pushbutton, checkbox, textbox).
Definition/Business Rules	Description of the data element and any business rules associated with it.
Actions to be performed	Describes any action associated with the data element.
Business Object (Attribute)	Lists the Business Object(s) and Attribute(s) the data element will utilize for development purposes.
Validation	• *Condition*: Describes the validation that will be performed. *Message*: Describes the message that will appear to the user. *Location*: Describes where the validation will

Name of the Data Element on the screen
occur (i.e., Client or Server) *Additional Information*: Describes any additional information related to the validation (e.g., gif files appearing with error messages). **Note:** The validations occur one at a time and are not listed in any particular order. However, validations will occur from top to bottom and left to right on any given screen unless otherwise specified.

Note:

Section 508 of the Rehabilitation Act of 1998 mandates a website accessibility review. Section 508 requires that electronic and information technology developed, procured, maintained, or used by Federal government agencies must be accessible to persons with disabilities. The system must allow a person with a disability to have comparable access to and use of information as a person without a disability.

The Assistive Technology Group within the FSA Technology Center is responsible for performing Section 508 reviews. During the Build phase, the NSLDS II Modernization Partner team will work with the Assistive Technology Group to verify that the design of the online screens meets Section 508 requirements. The FAP and Student Access websites are currently not Section 508 compliant. The formal accessibility review for NSLDS II will be conducted during the Test phase.

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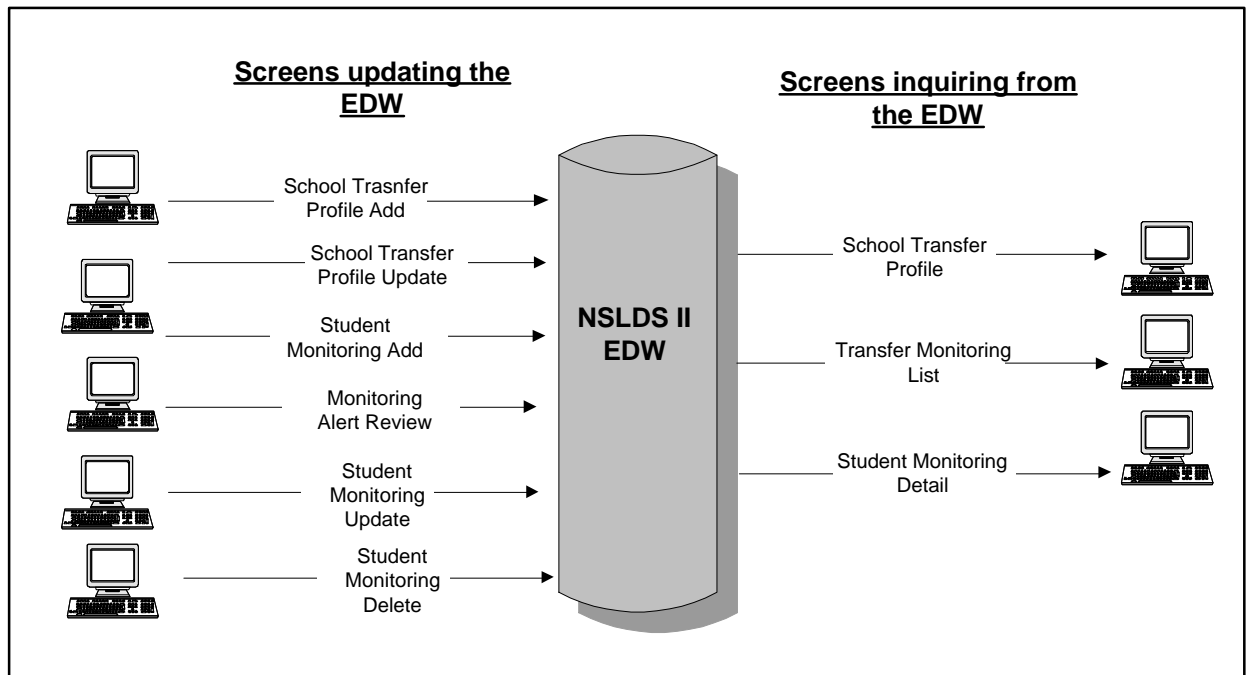SDD: Transfer Student Monitoring

2 Screen Workflow

2.1 NSLDS II FAP Transfer Student Monitoring

The following diagram depicts the logical flow for the Transfer Student Monitoring screens discussed within this section:

Section	Screen Name	New/ Existing	Description
3.1	School Transfer Profile Add	Existing	Allows a user to add a school transfer profile.
3.2	School Transfer Profile	Existing	Displays information about the school contact for the Transfer Monitoring process
3.3	School Transfer Profile Update	Existing	Allows a user to update the School Transfer Profile information.
3.5	Student Monitoring Add	Existing	Allows a user to add a student to the Transfer Monitoring List.
3.6	Transfer Monitoring List	Existing	Lists all transfer students submitted by the school to be monitored by NSLDS II for reported changes.
3.7	Student Monitoring Detail	Existing	Displays detailed transfer monitoring student information that can be updated or deleted.
3.8	Student Monitoring Update	Existing	Allows a user to update the student's Transfer Monitoring Detail information.
3.9	Student Monitoring Delete	Existing	Allows a user to delete the student from their school's Transfer Monitoring List.
3.10	Monitoring Alert Review	Existing	Lists all transfer students on a school's transfer monitoring list to which changes have been reported.

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2.2 Update/Inquiry Diagram

The following diagram depicts the Update/Inquiry screen of the FAP website.

Figure 2, NSLDS II FAP Transfer Student Monitoring

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3   Screen Details

3.1   School Transfer Profile Add

Description	Allows a user to add a school transfer profile. The School Transfer Profile Add page is the first page a school must complete before using the Transfer Monitoring process. If a school attempts to add a student to its Transfer Monitoring List via batch before completing this page, NSLDS will send back an error file. If a school attempts to add a student to its Transfer Monitoring List online before establishing a School Transfer Profile, the user will be directed to the School Transfer Profile Add page. If a school tries to access any of the Transfer Monitoring functions from the Tran tab when a School Transfer Profile has not been established, the user will be directed to the School Transfer Profile Add page. This page will only display once. After the information on this page is completed, if the school wishes to make any changes, it must use the School Transfer Profile Update page. A branch can individually create a school transfer profile or as a group.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.055
Reference(s)	SCHTRPRA.ASP, WB2H_SCHOOL_TRANS_PROFL_ADD_SVR
Business Object	School, Transfer Monitor

3.1.1   Software Unit Logic

NSLDS I File Name:	SCHTRPRA.ASP
NSLDS II File	Schtrpra.jsp

Name:	
Pre-Status:	This screen is accessible from all the screens in the FAP website except the following screens (depending on user access privileges): • Change Password • System Requirements • Contact Us • FAQ • Download Help • Security • Privacy Act *If a school has not created a School Transfer Profile, this will be the default page for the Tran tab.
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: Submit) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Reports Tab) • External Contact List (Support Tab)
Gif Name:	The following graphical objects may appear on this screen: • Error.gif
Tab Order:	1. First Name 2. Last Name 3. Title 4. Phone 5. Ext 6. Email 7. SAIG Mailbox for School, Servicer or Central Administration Office (Optional) 8. Yes 9. No 10. Web Only 11. Web and Batch Only 12. SAIG Mailbox for School, Servicer or Central Administration

	Office 13. Yes 14. No 15. Extract 16. Report 17. Submit 18. URL Navigation Bar 19. Menu Tab 20. Aid Tab 21. Org Tab 22. Report Tab 23. Tran Tab 24. Support Tab 25. Contact Us Icon 26. Help Icon 27. Logoff Icon 28. Transfer Monitoring List 29. Monitoring Alert Review 30. School Transfer Profile 31. STATE TECH (example)

3.1.2   Design Details

The following screenshot highlights the functionality of the School Transfer Profile Add screen.

Figure 3, School Transfer Profile Add

3.1.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.

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Monitoring Alert Review	
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the first name of the school contact. *Min Characters* – 1 (A first name must be entered). *Max Characters* – 12
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactFirstName)
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the last name of the school contact. *Min Characters* – 1 (A last name must be entered). *Max Characters* – 35
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactLastName)

Last Name	
Validation	None.

Title	
Element	Textbox
Definition/Business Rules	Allows a user to enter the title of the school contact. *Min Characters* – 0 *Max Characters* – 30
Actions to be performed	As the user enters the Title, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactTitle)
Validation	None.

Phone	
Element	Textbox

Definition/Business Rules	Allows a user to enter the phone number of the school contact.
	
	Upon data entry in the Phone Number field
	    Enable the Phone Extension field
	
	Upon deleting data in the Phone Number field
	    Delete any data in the Phone Extension field
	    Disable Phone Extension field
	
	Min Characters – 10 (A phone number must be entered).
	Max Characters – 12
	Masks – Phone number must be entered in the "999-999-9999" or "9999999999" format.

Actions to be performed	As the user enters the phone number, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactPhone)
Validation	None.

Ext.	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number extension of the school contact. Upon entry of School Transfer Profile Add screen Disable Phone Extension Must be in numeric format. *Min Characters* – 0 *Max Characters* – 5
Actions to be performed	As the user enters the phone number extension, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactExtension)
Validation	None.

E-Mail	
Element	Textbox
Definition/Business Rules	Allows a user to enter the email address of the school contact. The email address is used for Alert notifications. It can also be set up as a group email. *Min Characters* – 0 Max Characters – 40 *Masks* – E-mail field must have an '@'. There can be only one @ sign in the email field, the email address can not have ".." (i.e., two periods in a row), the email address can not have ".@" (i.e., @ sign after a period), the email address can not have "@." (i.e., @ sign before a period), and the first character in the email address field may not be a period.
Actions to be performed	As the user enters the email address, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.

E-Mail	
Business Object (Attribute)	School (contactEmail)
Validation	None.

Inform	
Element	Textbox and Checkbox

Definition/Business Rules	Allows a user to identify whether the school designated a servicer or a Central Administration Office to submit its Inform batch files through SAIG.
	
	Anyone with a user ID that can be associated to this school can submit an Inform file via Batch. If the school wants an agency outside the school, a servicer for example, to submit Inform files as well as, or instead of the school, the school must provide a TG# from which those files will be sent.
	
	If a TG# is provided, the user must identify if this is the Servicer for Transfer Monitoring. This is accomplished through selecting the Yes or No checkbox located after the question "Is this your Servicer for Transfer Monitoring?"
	
	Upon entry of School Transfer Profile Add screen
	    Disable Inform Servicer checkboxes
	
	Upon data entry of the SAIG mailbox in the Inform field
	    Enable the Inform Servicer Indicator check boxes
	
	Upon delete of the data in the SAIG mailbox in the Inform field
	    Uncheck the Alert Servicer Indicator check boxes
	    Disable the Inform Servicer Indicator check boxes

Actions to be performed	As the user enters the TG#, it is displayed in the textbox in editable format. As the user selects the Yes or No option, a checkmark appears in the selected checkbox.

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Inform	
	On Enter
	Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (informServicerFlag), TransferMonitor (informSAIGMbox)
Validation	None.

Alert	
Element	Checkbox and Textbox

Definition/Business Rules	Allows a user to designate whether they want Alert information via the Web Only or via Web and Batch file.
	
	A user must check either the Web Only or Web and Batch File checkbox. If Web and Batch is checked, the school must provide a TG#.
	
	Upon selecting the Web Only Alert checkbox
	    Uncheck Web and Batch Alert checkbox
	    Delete Alert Destination ID
	    Disable Alert Destination ID
	    Uncheck Alert Servicer Indicator check boxes
	    Disable the Alert Servicer Indicator check boxes
	    Uncheck Batch Alert Method checkboxes
	    Disable Batch Alert Method checkboxes
	
	Upon selecting the Web and Batch Alert checkbox
	    Uncheck Web Only Alert checkbox
	    Enable Alert Destination ID
	    Enable Batch Alert Method checkboxes
	
	Upon deselecting Web and Batch Alert checkbox
	    Delete Alert Destination ID
	    Disable Alert Destination ID
	    Uncheck Alert Servicer Indicator check boxes
	    Disable the Alert Servicer Indicator check boxes
	    Uncheck Batch Alert Method checkboxes
	    Disable Batch Alert Method checkboxes
	
	The user must select an alert type.

Alert	
	If the user selects "Web and Batch File" as the alert method, the user must enter an Alert mailbox.
	If the user enters a TG# for the Alert mailbox, the user must identify if the TG# belongs to the servicer.
	This field is required.
Actions to be performed	As the user selects the Web Only or Web and Batch File option, a checkmark appears in the selected checkbox.
	As the user enters the TG#, it is displayed in the textbox in editable format.
	On Enter Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (alertServicerFlag), TransferMonitor (alertSAIGMbox)
Validation	None.

Batch Alert Method	
Element	Checkbox
Definition/Business Rules	Allows a school that choose to receive Alerts via Web and Batch to designate whether they want an Extract or Report format.
	The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report.
	Upon entry of School Transfer Profile Add screen Disable Batch Alert Method checkboxes
	A Batch Alert must be selected when the Alert Type is "Web and Batch File".
	This field is required if Batch Alert Method is Batch.
Actions to be performed	As the user selects the Extract or Report option, a

Batch Alert Method	
	checkmark appears in the selected checkbox.
	On Enter
	Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (batchAlertMethod)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the School Transfer Profile. The minimum information required for a School Transfer Profile includes: • First and Last Names • Phone number • Alert Method • Batch Alert Method (if Alert Method selected is Batch) • E- mail address Note: This page is not to be used to add students to the school's transfer monitoring list. This is only for school information.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the School Transfer Profile screen with a message that the Add has been performed successfully. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.

Validation	An error message appears at the top of the screen for the following conditions:
	
	 • *Condition*: The first name field is blank.
	   Message: Please enter a First Name.
	   Location: Client
	   Additional Information: The label font color for the First Name field becomes red. Display error.gif.

Submit
• *Condition*: The last name field is blank. *Message*: Please enter a Last Name. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif. • *Condition*: Phone number can only be entered in the 999xxxxxxx or 999-xxx-xxxx formats. *Message*: Invalid phone number. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif. • *Condition*: The phone number entered was less than 10 characters *Message*: Invalid phone number. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif. • *Condition*: At least one character entered in the area code, prefix or suffix of the phone number is not alphanumeric. *Message*: Phone number must be alphanumeric. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif. • *Condition*: Phone number was not entered. *Message*: Please enter a Phone Number in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.

Submit
Condition: Non-numeric area code was entered*.* *Message*: Area code must be numeric. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.   *Condition*: Email addresses are edited for: only one @, no ".@", no "@.", no "..", absence of ".", some characters followed by @ followed by zero or 1 "[" followed by: any number of characters "a-z", any number of characters "A-Z", any number of characters "0-9", ".", "-" followed by "." followed by: two or three characters from "a-z", "A-Z" or one to three characters from "0-9" followed by zero or one "]" at the end. *Message*: Please enter a valid email address. *Location*: Client *Additional Information*: The label font color for the Email field becomes red. Display error.gif.   *Condition*: The user enters a TG# in the Inform field but does not indicate if the TG# belongs to a servicer*.* *Message*: Please indicate whether the Inform TG Number belongs to your Servicer. *Location*: Client *Additional Information*: The label font color for the Inform question field becomes red. Display error.gif.   *Condition*: TBD *Message*: Please enter the Inform TG Number. *Location*: TBD *Additional Information*: Display error.gif.   *Condition*: TBD *Message*: Please enter a Servicer Mailbox of

Submit
only alphanumeric characters. *Location*: TBD *Additional Information*: Display error.gif. • *Condition*: An inform number has been entered in the Inform SAIG mailbox field. If the user indicated the number doesn't belong to their servicer and the number doesn't match the TG number of anyone at the school nor does it match a servicer. *Message*: Please enter a valid Inform Destination ID. *Location*: Client *Additional Information*: The label font color for the Inform field becomes red. Display error.gif. • *Condition*: An inform number has been entered in the Inform SAIG mailbox field. If the user indicated the number belongs to their servicer but the number doesn't match anyone in the database. *Message*: Please enter a valid Inform. Destination ID. *Location*: Client *Additional Information*: The label font color for the Inform field becomes red. Display error.gif. • *Condition*: An alert type was not selected. *Message*: Please select either "Web Only" or "Web and Batch" for the Alert Method. *Location*: Client *Additional Information*: The label font color for the Alert field becomes red. Display error.gif. • *Condition*: The school is not using an alert servicer and an alert number has been entered. The number entered doesn't match the TG number of anyone at the school nor does it match a servicer. *Message:* Please enter a valid Alert Destination ID.

Submit
Location: Server *Additional Information*: Display error.gif. • *Condition*: The school is not using an alert servicer and an alert number has been entered. The number entered matches the TG number of either someone at the school or it matches a servicer, but the batch alert method hasn't been indicated. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif. • *Condition*: The school is using an alert servicer and an alert number has been entered. The number doesn't match anyone in the database. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif. • *Condition*: The school is using an alert servicer and an alert number has been entered. The number entered doesn't match the TG number of anyone at the school nor does it match a servicer. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif. • *Condition*: If the user selects "Web and Batch File" as the alert method, the user must enter an Alert mailbox. *Message*: Please enter an Alert Mailbox. *Location*: Client *Additional Information*: The label font color for the Alert field becomes red. Display error.gif. • *Condition*: The user enters a TG# for the Alert mailbox but does not indicate whether the

Submit

TG# belongs to the servicer.
Message: Please indicate whether the Alert TG Number belongs to your Servicer.
Location: Client
Additional Information: The label font color for the Alert field becomes red. Display error.gif.

- *Condition*: A Batch Alert must be selected when the Alert Type is "Web and Batch File".
Message: Please select either "Extract" or "Report" for the Batch Alert Method.
Location: Client
Additional Information: The label font color for the Alert, Batch Alert Method, Extract, and Report fields become red. Display error.gif.

- *Condition*: Unique identifier for school transfer profile already exists when trying to create record. The minimum information required for a School Transfer Profile is First Name, Last Name, Phone, Alert Method, and Batch Alert Method (if alert method is Batch).
Message: Please enter a unique School Transfer Profile.
Location: Server
Additional Information: Display error.gif.

An information message appears at the top of the screen for the following conditions:

- *Condition*: If the School Transfer Profile is successfully added to the database, the following message will appear in the School Transfer Profile screen.
Message: Successfully added. Transfer Profile.
Location: Server
Additional Information: Display info.gif.

3.2   School Transfer Profile

Description	Displays information about the school contact for the Transfer

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	Monitoring process. It displays the contact name, title, phone number and e-mail address for the contact, and the Inform and Alert options selected by the school. It also shows the name of the last person to update the page and the date of the update.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.056
Reference(s)	SCHTRPRF.ASP, WB2H_SCHOOL_TRANSFER_PROFL_UPDT_SVR
Business Object	School, Transfer Monitor

3.2.1   Software Unit Logic

NSLDS I File Name:	SCHTRPRF.asp
NSLDS II File Name:	Schtrprf.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • Transfer Monitoring List (Link: School Transfer Profile) • Monitoring Alert Review (Link: School Transfer Profile) • Student Monitoring Add (Link: School Transfer Profile) • Student Monitoring Detail (Link: School Transfer Profile) • Student Monitoring Update (Link: School Transfer Profile) • Student Monitoring Delete (Link: School Transfer Profile) • School Transfer Profile (Link: School Transfer Profile) • School Transfer Profile Update (Link: School Transfer Profile)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • School Transfer Profile Update (Update Pushbutton) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review • System Log On (Logoff Icon) • Contact Us (Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab)

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	• Enrollment Summary (Enroll Tab) • Reports (Report Tab) • Transfer Monitoring List (Tran Tab) • External Contact List (Support Tab)
Gif Name:	The following graphical objects may appear on this screen: • None
Tab Order:	1. Update 2. URL Navigation Bar 3. Menu Tab 4. Aid Tab 5. Org Tab 6. Report Tab 7. Tran Tab 8. Support Tab 9. Contact Us Icon 10. Help Icon 11. Logoff Icon 12. Transfer Monitoring List 13. Monitoring Alert Review 14. UNIVERSITY OF MONTEVALLO (example)

3.2.2   Design Details

The following screenshot highlights the functionality of the School Transfer Profile screen.

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Figure 4, Student Transfer Profile

3.2.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.

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Transfer Monitoring List	
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

Update	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile Update screen.
Actions to be performed	By clicking on the pushbutton, the School Transfer Profile Update screen appears.
Business Object (Attribute)	None.
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the first name of the school contact.
Actions to be performed	None.
Business Object (Attribute)	School (contactFirstName)
Validation	None.

Last Name	
Element	Label
Definition/Business Rules	Displays the last name of the school contact.
Actions to be performed	None.
Business Object (Attribute)	School (contactFirstName)

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Last Name	
Validation	None.

Title	
Element	Label
Definition/Business Rules	Displays the title of the school contact.
Actions to be performed	None.
Business Object (Attribute)	School (contactTitle)
Validation	None.

Phone	
Element	Label
Definition/Business Rules	Displays the phone number of the school contact. *Mask* - Phone number must be displayed in "999-999-9999" format
Actions to be performed	None.
Business Object (Attribute)	School (contactPhone)
Validation	None.

Ext.	
Element	Label
Definition/Business Rules	Displays the phone number extension of the school contact.
Actions to be performed	None.
Business Object (Attribute)	School (contactExtension), Servicer (contactExtension)
Validation	None.

E-Mail	
Element	Label
Definition/Business Rules	Displays the email address of the school contact. The email address is used for Alert notifications. It can also be set up as a group email. There can be only one @ sign in the email field, the email address can not have ".." (i.e., two periods in a row), the email address can not have ".@" (i.e., @ sign after a period), the email address can not have "@." (i.e., @ sign before a period), and the first character in the email address field

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E-Mail	
	may not be a period.
Actions to be performed	None.
Business Object (Attribute)	School (contactEmail)
Validation	None.

Inform	
Element	Label
Definition/Business Rules	Displays the school's or servicer's TG# that will provide the Inform file.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (informSAIGMbox)
Validation	None.

Transform Monitoring Servicer	
Element	Label
Definition/Business Rules	Identifies whether the Inform SAIG Mailbox belongs to the school's servicer. Displays a "Yes" value, if the school has indicated the Inform SAIG Mailbox belongs to the school's servicer. Displays a "No" value, if the school has indicated the Inform SAIG Mailbox does not belong to the school's servicer. Displays a blank value, if the school has not indicated the Inform SAIG Mailbox belongs to the school's servicer.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (informServicerFlag)
Validation	None.

Alert	
Element	Label
Definition/Business Rules	Displays the alert method.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (aletmethod)
Validation	None.

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Transform Monitoring Servicer	
Element	Label
Definition/Business Rules	Identifies whether the Alert SAIG Mailbox belongs to the school's servicer. Displays a "Yes" value, if the school has indicated the Alert SAIG Mailbox belongs to the school's servicer. Displays a "No" value, if the school has indicated the Alert SAIG Mailbox does not belong to the school's servicer. Displays a blank value, if the school has not indicated the Alert SAIG Mailbox belongs to the school's servicer.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (alertServicerFlag)
Validation	None.

SAIG Mailbox	
Element	Label
Definition/Business Rules	If the school designated Web and Batch Alerts as the output option, this box shows the TG# to which those Batch Alerts will be sent, as provided by the school. If the school requested Web Only Alerts, this box is blank.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (alertSAIGMbox)
Validation	None.

Batch Alert Method	
Element	Label
Definition/Business Rules	Displays the selected Batch Alert Method.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (batchAlertMethod)
Validation	None.

Last Update By	
Element	Label
Definition/Business Rules	Displays the name of the person to make the last update to the school's Transfer Profile and the date of the last update.

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Last Update By	
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (lastChangedByName, lastChangedByDate)
Validation	None.

3.3   School Transfer Profile Update

Description	Allows a user to update the School Transfer Profile information.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.056
Reference(s)	SCHTRPRU.ASP
Business Object	School, Transfer Monitor

3.3.1   Software Unit Logic

NSLDS I File Name:	SCHTRPRU.asp
NSLDS II File Name:	Schtrpru.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • School Transfer Profile (Update Pushbutton)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab)

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Gif Name:	The following graphical objects may appear on this screen: • Back.gif
Tab Order:	1. First Name 2. Last Name 3. Title 4. Phone 5. Ext 6. Email 7. SAIG Mailbox for School, Servicer or Central Administration Office (Optional) 8. Yes 9. No 10. Web Only 11. Web and Batch Only 12. SAIG Mailbox for School, Servicer or Central Administration Office 13. Yes 14. No 15. Extract 16. Report 17. Submit 18. URL Navigation Bar 19. Menu Tab 20. Aid Tab 21. Org Tab 22. Report Tab 23. Tran Tab 24. Support Tab 25. Contact Us Icon 26. Help Icon 27. Logoff Icon 28. Transfer Monitoring List 29. Monitoring Alert Review 30. School Transfer Profile 31. UNIVERSITY OF MONTEVALLO (example)

3.3.2   Design Details

The following screenshot highlights the functionality of the School Transfer Profile Update screen.

Figure 5, Student Transfer Profile Update

3.3.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer

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Transfer Monitoring List	
	Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the first name of the school contact. *Min Characters* – 1 (A first name must be entered). Max Characters – 12
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted
Business Object (Attribute)	School (contactFirstName)
Validation	None.

Last Name	
Element	Textbox

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Last Name	
Definition/Business Rules	Allows a user to enter the last name of the school contact. *Min Characters* – 1 (A last name must be entered). *Max Characters* – 35
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactLastName)
Validation	None.

Title	
Element	Textbox
Definition/Business Rules	Allows a user to enter the title of the school contact. *Min Characters* – 0 *Max Characters* – 30
Actions to be performed	As the user enters the Title, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactTitle)
Validation	None.

Phone	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number of the school contact. Upon data entry in the Phone Number field Enable the Phone Extension field Upon deleting data in the Phone Number field Delete any data in the Phone Extension field Disable Phone Extension field *Min Characters* – 10 (A phone number must be entered).

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Phone	
	Max Characters – 12
	Masks – Phone number must be entered in the "999-999-9999" or "9999999999" format.
Actions to be performed	As the user enters the phone number, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactPhone)
Validation	None.

Ext.	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number extension of the school contact. Upon entry of School Transfer Profile Add screen Disable Phone Extension Must be in numeric format. *Min Characters* – 0 *Max Characters* – 5
Actions to be performed	As the user enters the phone number extension, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactExtension)
Validation	None.

E-Mail	
Element	Textbox
Definition/Business Rules	Allows a user to enter the email address of the school contact. The email address is used for Alert notifications. It can also be set up as a group email. *Min Characters* – 0 Max Characters – 40 *Masks* – E-mail field must have an '@'. There can

E-Mail	
	be only one @ sign in the email field, the email address can not have ".." (i.e., two periods in a row), the email address can not have ".@" (i.e., @ sign after a period), the email address can not have "@." (i.e., @ sign before a period), and the first character in the email address field may not be a period.
Actions to be performed	As the user enters the email address, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (contactEmail)
Validation	None.

Inform	
Element	Textbox and Checkbox

Definition/Business Rules	Allows a user to identify whether the school designated a servicer to submit its Inform batch files through SAIG.
	
	Anyone with a user ID that can be associated to this school can submit an Inform file via Batch. If the school wants an agency outside the school, a servicer for example, to submit Inform files as well as, or instead of the school, the school must provide a TG# from which those files will be sent.
	
	If a TG# is provided, the user must identify if this is the Servicer for Transfer Monitoring. This is accomplished through selecting the Yes or No checkbox located after the question "Is this your Servicer for Transfer Monitoring?"
	
	Upon entry of School Transfer Profile Add screen
	    Disable Inform Servicer checkboxes
	
	Upon data entry of the SAIG mailbox in the Inform field
	    Enable the Inform Servicer Indicator check boxes
	
	Upon delete of the data in the SAIG mailbox in

Inform	
	the Inform field Uncheck the Alert Servicer Indicator check boxes Disable the Inform Servicer Indicator check boxes
Actions to be performed	As the user enters the TG#, it is displayed in the textbox in editable format. As the user selects the Yes or No option, a checkmark appears in the selected checkbox. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (informServicerFlag), TransferMonitor (informSAIGMbox)
Validation	None.

Alert	
Element	Checkbox and Textbox
Definition/Business Rules	Allows a user to designate whether they want Alert information via the Web Only or via Web and Batch file. A user must check either the Web Only or Web and Batch File checkbox. If Web and Batch is checked, the school must provide a TG#. Upon selecting the Web Only Alert checkbox Uncheck Web and Batch Alert checkbox Delete Alert Destination ID Disable Alert Destination ID Uncheck Alert Servicer Indicator check boxes Disable the Alert Servicer Indicator check boxes Uncheck Batch Alert Method checkboxes Disable Batch Alert Method checkboxes Upon selecting the Web and Batch Alert checkbox Uncheck Web Only Alert checkbox Enable Alert Destination ID Enable Batch Alert Method checkboxes

Alert	
	Upon deselecting Web and Batch Alert checkbox 　　　Delete Alert Destination ID 　　　Disable Alert Destination ID 　　　Uncheck Alert Servicer Indicator check boxes 　　　Disable the Alert Servicer Indicator check boxes 　　　Uncheck Batch Alert Method checkboxes 　　　Disable Batch Alert Method checkboxes This field is required.
Actions to be performed	As the user selects the Web Only or Web and Batch File option, a checkmark appears in the selected checkbox. As the user enters the TG#, it is displayed in the textbox in editable format. On Enter 　　　Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (alertServicerFlag), TransferMonitor (alertSAIGMbox)
Validation	None.

Batch Alert Method	
Element	Checkbox
Definition/Business Rules	Allows a school that choose to receive Alerts via Web and Batch to designate whether they want an Extract or Report format. The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report. Upon entry of School Transfer Profile Add screen 　　　Disable Batch Alert Method checkboxes This field is required if Batch Alert Method is Batch.
Actions to be performed	As the user selects the Extract or Report option, a checkmark appears in the selected checkbox.

Batch Alert Method	
	On Enter Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (batchAlertMethod)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the School Transfer Profile. The minimum information required for a School Transfer Profile includes: • First and Last Names • Phone number • Alert Method • Batch Alert Method (if Alert Method selected is Batch) • E- mail address
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the School Transfer Profile screen with a message that the Add has been performed successfully. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	An error message appears at the top of the screen for the following conditions: • *Condition*: The first name field is blank. *Message*: Please enter a First Name. *Location*: Client *Additional Information*: The label font color for the First Name field becomes red. Display error.gif. • *Condition*: The last name field is blank. *Message*: Please enter a Last Name. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif.

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Submit
Condition: Phone number can only be entered in the 999xxxxxxx or 999-xxx-xxxx formats. *Message*: Invalid phone number. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.   *Condition*: The phone number entered was less than 10 characters *Message*: Invalid phone number. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.   *Condition*: At least one character entered in the area code, prefix or suffix of the phone number is not alphanumeric. *Message*: Phone number must be alphanumeric. Please enter in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.   *Condition*: Phone number was not entered. *Message*: Please enter a Phone Number in 999-xxx-xxxx format. *Location*: Client *Additional Information*: The label font color for the Phone Number field becomes red. Display error.gif.   *Condition*: Non-numeric area code was entered. *Message*: Area code must be numeric. Please enter in 999-xxx-xxxx format. *Location*: Client

Submit
Additional Information: The label font color for the Phone Number field becomes red. Display error.gif. • *Condition*: Email addresses are edited for: only one @, no ".@", no "@.", no "..", absence of ".", some characters followed by @ followed by zero or 1 "[" followed by: any number of characters "a-z", any number of characters "A-Z", any number of characters "0-9", ".", "-" followed by "." followed by: two or three characters from "a-z", "A-Z" or one to three characters from "0-9" followed by zero or one "]" at the end. *Message*: Please enter a valid email address. *Location*: Client *Additional Information*: The label font color for the Email field becomes red. Display error.gif. • *Condition*: The user enters a TG# in the Inform field but does not indicate if the TG# belongs to a servicer. *Message*: Please indicate whether the Inform TG Number belongs to your Servicer. *Location*: Client *Additional Information*: The label font color for the Inform question field becomes red. Display error.gif. • *Condition*: An inform number has been entered in the Inform SAIG mailbox field. If the user indicated the number doesn't belong to their servicer and the number doesn't match the TG number of anyone at the school nor does it match a servicer. *Message*: Please enter a valid Inform. Destination ID. *Location*: Client *Additional Information*: The label font color for the Inform field becomes red. Display error.gif.

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Submit
Condition: An inform number has been entered in the Inform SAIG mailbox field. If the user indicated the number belongs to their servicer but the number doesn't match anyone in the database. *Message*: Please enter a valid Inform Destination ID. *Location*: Client *Additional Information*: The label font color for the Inform field becomes red. Display error.gif.   *Condition*: An alert type was not selected. *Message*: Please select either "Web Only" or "Web and Batch" for the Alert Method. *Location*: Client *Additional Information*: The label font color for the Alert field becomes red. Display error.gif.   *Condition*: The school is not using an alert servicer and an alert number has been entered. The number entered doesn't match the TG number of anyone at the school nor does it match a servicer. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif.   *Condition*: The school is not using an alert servicer and an alert number has been entered. The number entered matches the TG number of either someone at the school or it matches a servicer, but the batch alert method hasn't been indicated. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif.   *Condition*: The school is using an alert servicer and an alert number has been entered. The number doesn't match anyone in the

Submit

| | database. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif.

• *Condition*: The school is using an alert servicer and an alert number has been entered. The number entered doesn't match the TG number of anyone at the school nor does it match a servicer. *Message:* Please enter a valid Alert Destination ID. *Location*: Server *Additional Information*: Display error.gif.

• *Condition*: If the user selects "Web and Batch File" as the alert method, the user must enter an Alert mailbox. *Message*: Please enter an Alert Mailbox. *Location*: Client *Additional Information*: The label font color for the Alert field becomes red. Display error.gif.

• *Condition*: The user enters a TG# for the Alert mailbox but does not indicate whether the TG# belongs to the servicer. *Message*: Please indicate whether the Alert TG Number belongs to your Servicer. *Location*: Client *Additional Information*: The label font color for the Alert field becomes red. Display error.gif.

• *Condition*: TBD *Message*: Please enter the Inform TG Number. *Location*: TBD *Additional Information*: Display error.gif.

• *Condition*: TBD *Message*: Please enter a Servicer Mailbox of only alphanumeric characters. *Location*: TBD *Additional Information*: Display error.gif. |

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Submit
• *Condition*: A Batch Alert must be selected when the Alert Type is "Web and Batch File". *Message*: Please select either "Extract" or "Report" for the Batch Alert Method. *Location*: Client *Additional Information*: The label font color for the Alert, Batch Alert Method, Extract, and Report fields become red. Display error.gif.   • *Condition*: Unique identifier for school transfer profile already exists when trying to create record. The minimum information required for a School Transfer Profile is First Name, Last Name, Phone, Alert Method, and Batch Alert Method (if alert method is Batch). *Message*: Please enter a unique School Transfer Profile. *Location*: Server *Additional Information*: Display error.gif.   An information message appears at the top of the screen for the following conditions: • *Condition*: If the School Transfer Profile is successfully updated to the database, the following message will appear in the School Transfer Profile screen. *Message*: Successfully updated. Transfer Profile. *Location*: Server *Additional Information*: Display info.gif.

3.4 Student Monitoring Add

Description	Allows a user to add a student to the Transfer Monitoring List. If you are adding a student to the Transfer Monitoring List who is not in the NSLDS database, the student is only added to the Transfer Monitoring List and does not display on any other pages of the NSLDS FAP Web site.
New or Existing	Existing

User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONAD.ASP, WB2A_STUDENT_MONITORING_ADD_SVR
Business Object	Student, Transfer Monitor

3.4.1   Software Unit Logic

NSLDS I File Name:	STUMONAD.asp
NSLDS II File Name:	Stumondad.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • Transfer Monitoring List (Pushbutton: Add Student to Monitoring List) • Loan History (Pushbutton: Add Student to Monitoring List) • Pell Grant (Pushbutton: Add Student to Monitoring List)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Transfer Monitoring List (Link Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act) • Student/PLUS Borrower Name Search (Pushbutton: Name Search)
Gif Name:	The following graphical objects may appear on this screen: • Back.gif • Error.gif • Info.gif

Tab Order:	1. SSN 2. First Name 3. Last Name 4. Date of Birth 5. Enrollment Begin Date 6. Monitor Begin Date 7. Submit 8. Privacy Act of 1974 (As Amended) 9. URL Navigation Bar 10. Menu Tab 11. Aid Tab 12. Org Tab 13. Report Tab 14. Tran Tab 15. Support Tab 16. Contact Us Icon 17. Help Icon 18. Logoff Icon 19. Transfer Monitoring List 20. Monitoring Alert Review 21. School Transfer Profile 22. UNIVERSITY OF MONTEVALLO (example) 23. Retrieve 24. Name Search

3.4.2 Design Details

The following screenshot highlights the functionality of the Student Monitoring Add screen.

Figure 7, Student Monitoring Add

Figure 8, Student Monitoring Add – Add Student Monitor Pushbutton

Figure 9 Transfer Monitoring List – Reject selections pushbutton

3.4.3   Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link

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Monitoring Alert Review	
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Social Security Number. *Min Characters* – 0 *Max Characters* – 11 *Masks* - SSN must be entered in a "123456789" or "123-45-6789" format.
Actions to be performed	As the user enters their SSN, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a First Name. *Min Characters* – 0 *Max Characters* – 12
Actions to be performed	As the user enters their First Name, it is displayed in the textbox in editable format.

First Name	
	On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (firstName)
Validation	None.

Date Of Birth	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Date of Birth. *Min Characters* – 0 *Max Characters* – 10 *Masks* - DOB must be entered with a MMDDCCYY, MM/DD/CCYYY, or MM-DD-CCYY format.
Actions to be performed	As the user enters their Date of Birth, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (DOB)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information on a specific student based on the search criteria entered in the SSN, First Name, and DOB fields.
Actions to be performed	Users clicks on the pushbutton after they enter their SSN or SSN, First Name, and DOB. Validation is performed. If there are no errors, and a matching student is found, the student's information is populated in the Student Monitoring Add section. If there are errors, the appropriate error message is displayed. When a search for a student is performed and no student/borrower is found matching the criteria, a "Add Student Monitor " button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.

Retrieve	
	When a search for a student results in the identification of multiple students/borrowers, a "Reject Selection " button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student. If the user selects a student from the list in the Borrower Selection screen, the SSN, First Name, Last Name, and DOB fields are automatically populated in the Student Monitoring Add screen. The Monitor Begin Date field is automatically populated with the current date.
Business Object (Attribute)	None.
Validation	• *Condition*: Upon successful validation, the SSN, First Name, Last Name, and Date of Birth are populated in the Student Monitoring Add screen based on the data found in the database. The Monitor Begin Date is populated with the current date. *Message*: None. *Location*: Server *Additional Information*: None. An error message appears at the top of the screen for the following conditions: • *Condition*: A user enters characters (e.g. a, b, c, $, or &) in the SSN search field. *Message*: Please enter a 9 digit numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN search field becomes red. Display error.gif. • *Condition*: A user enters a SSN less than 9 characters in the SSN search field. *Message*: Please enter a 9 digit numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN search field becomes red. Display error.gif. • *Condition*: A user has entered a SSN and First

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Retrieve
Name or DOB in the search fields. *Message*: Please enter either all 3 identifiers or SSN. *Location*: Client *Additional Information*: The label font color for the search field whose data was not provided becomes red. Display error.gif.

• *Condition*: A user has entered a valid SSN and First Name and an invalid DOB (i.e., characters in the DOB field or not in MMDDCCYY, MM/DD/CCYYY, or MM-DD-CCYY format) in the search fields. *Message*: Please enter the Date of Birth in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the DOB search field becomes red. Display error.gif.

• *Condition*: There is a match on the SSN in the database, but not on the DOB and First Name for that user in the search fields. *Message*: Match on SSN. No match on DOB & First Name. The PLUS Borrower SSN was not found. *Location*: Server *Additional Information*: An informational screen appears displaying the message stated above. Display error.gif.

• *Condition*: There is a match on SSN and DOB in the database, but not on the First Name for that user in the search fields. *Message*: Match on SSN and DOB. No match on First Name. The PLUS Borrower SSN was not found. *Location*: Server *Additional Information*: An informational screen appears displaying the message stated above. Display error.gif.

• *Condition*: There is a match on SSN and First |

Retrieve
Name in the database, but not on the DOB for that user in the search fields. *Message*: Match on SSN and First Name. No match on DOB. The PLUS Borrower SSN was not found. *Location*: Server *Additional Information*: An informational screen appears displaying the message stated above. Display error.gif.   • *Condition*: A user has entered an SSN in the search field that was not found in the database. *Message*: The Student SSN was not found. The PLUS Borrower SSN was not found. *Location*: Server *Additional Information*: An informational screen appears displaying the message stated above. Display error.gif.

Add Student Monitor (figure 8)	
Element	Pushbutton
Definition/Business Rules	When a search for a student is performed and no student/borrower is found matching the criteria, an "Add Student Monitor " button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.
Actions to be performed	By clicking on this pushbutton, this will indicate to the program to use the search criteria for the Monitored Student. If the user searched on the SSN field and the Add Student Monitor pushbutton is clicked in the Borrower Selection screen, the SSN field is populated in the Student Monitoring Add screen. The Monitor Begin Date is populated with the current date. If the user searched on SSN, First Name, and DOB fields and the Add Student Monitor pushbutton is clicked in the Borrower Selection screen, the SSN field, First Name, Last Name and

Add Student Monitor (figure 8)	
	DOB fields are populated in the Student Monitoring Add screen. The Monitor Begin Date is populated with the current date.
Business Object (Attribute)	None.
Validation	None.

Reject Selection (figure 9)	
Element	Pushbutton
Definition/Business Rules	When a search for student results in the identification of multiple students/borrowers, a "Reject Selection " button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.
Actions to be performed	By clicking on this pushbutton, this will indicate to the program to use the search criteria for the Monitored Student.. The SSN field is populated in the Student Monitoring Add screen and the Monitor Begin Date is populated with the current date.

If the user searched on the SSN field and the Reject Selection pushbutton is clicked in the Borrower Selection screen, the SSN field is populated in the Student Monitoring Add screen. The Monitor Begin Date is populated with the current date.

If the user searched on SSN, First Name, and DOB fields and the Reject Selection pushbutton is clicked in the Borrower Selection screen, the SSN, First Name, Last Name, and DOB fields are populated in the Student Monitoring Add screen. The Monitor Begin Date is populated with the current date. |
| Business Object (Attribute) | None. |
| Validation | None |

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.

Return to Transfer Monitoring List	
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

No student currently selected.	
Element	Label
Definition/Business Rules	Displays the name, SSN, and DOB of a borrower whose loan detail is displayed. If a student is not selected, the following message should be displayed: No student currently selected. *Masks* – The SSN is displayed in the "123-45-6789" format. The DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (firstName, middleInitial, lastName, SSN, DOB)
Validation	None.

SSN:	
Element	Textbox
Definition/Business Rules	Allows a user to enter the student's Social Security Number. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected. *Min Characters – 9* (this field is required) *Max Characters* – 11 *Masks* - SSN must be entered in a "123456789" or "123-45-6789" format.
Actions to be performed	As the user enters the SSN, it is displayed in the textbox in editable format. On Enter

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SSN:	
	Submit pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's first name. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected. *Min Characters* – 1 (this field is required) *Max Characters* - 12
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	Student (firstName)
Validation	None.

Last Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's last name. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected. *Min Characters* – 1 (this field is required) *Max Characters* - 35
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	Student (lastName)
Validation	None.

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Date of Birth:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's date of birth. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* - DOB must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Date of Birth, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment Begin Date:	
Element	Textbox
Definition/Business Rules	Allows a user to enter the student's enrollment begin date. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* – Enrollment Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	Student (studentEnrollmentDetailAL)
Validation	None.

Monitor Begin Date:	
Element	Textbox

Monitor Begin Date:	
Definition/Business Rules	Displays the current date when the user accesses this page. This field is automatically populated with the current date. It is an updateable field. If the date is changed to a future date, it cannot be after the Enrollment Begin date entered above. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* – Monitor Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to add a student to the Transfer Monitoring List based on the data entered in the SSN, First Name, Last Name, Date of Birth, Enrollment Begin Date, and Monitor Begin Date fields. The user is directed to the Transfer Monitor List screen if the student was successfully added.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the user can submit their request to add a student to the Transfer Monitoring List. Successful submission of a new Monitoring Student will return the user to the Transfer Monitoring List page with a successfully added message. The Transfer Monitoring List page will reset with blank spaces in all of the fields except for Enrollment Begin Date and Monitor Begin Date. The date fields will contain the last entered values. If there are errors, the appropriate error message is displayed.

Submit	
Business Object (Attribute)	None.
Validation	An error message appears at the top of the screen for the following conditions: • *Condition*: A user enters characters in the SSN field. *Message*: Please enter a 9 digit numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN field becomes red. Display error.gif. • *Condition*: A user enters a SSN less than 9 characters in the SSN field. *Message*: Please enter a 9 digit numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN field becomes red. Display error.gif. • *Condition*: The user leaves the First Name field blank. *Message*: Please enter a First Name. *Location*: Client *Additional Information*: The label font color for the First Name field becomes red. Display error.gif. • *Condition*: The user leaves the Last Name field blank. *Message*: Please enter a Last Name. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif. • *Condition*: The Date of Birth field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter an Enrollment Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif.

Submit
• *Condition*: The Date of Birth field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter a Date of Birth in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif. • *Condition*: The Enrollment Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter an Enrollment Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif. • *Condition*: The Monitor Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter a Monitor Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif. • *Condition*: The student being added to the transfer monitoring list should be between the age of 12 and 99. *Message*: Please enter a Date Of Birth that places the student between 12 and 99 years inclusively. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif. • *Condition*: The Monitor Begin Date must be

Submit
greater than or equal to the current date.   *Message*: Please enter a Monitor Begin Date greater than or equal to the current date.   *Location*: Client   *Additional Information*: The label font color for the Monitor Begin Date field becomes red. Display error.gif.   • *Condition*: The Monitor Begin Date must be less than or equal to the Enrollment Begin Date.   *Message*: Please enter the Monitor Begin Date less or equal to Enrollment Begin Date.   *Location*: Client   *Additional Information*: The label font color for the Monitor Begin Date field becomes red. Display error.gif.   An information message appears at the top of the screen for the following conditions: • *Condition*: If the student is successfully added to the Transfer Monitoring List, the following message will appear in the Transfer Monitoring List screen.   *Message*: Successfully added.   *Location*: Servicer   *Additional Information*: Display info.gif.

Reject Selection, user entered values	
Element	Pushbutton
Definition/Business Rules	When Monitored Student details are entered, and the user clicks the Submit button, the details are used to perform a match on Students/Borrowers in the database. If multiple Students/Borrowers are found, the Borrower Selection page will display with a list of borrowers matching the search criteria along with a "Reject Selection, use entered values" pushbutton; clicking on this button will submit the user entered values to the database. If the user selects a name from the list, the selected name is submitted to the transfer monitoring list.

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Reject Selection, user entered values	
Actions to be performed	By clicking on the pushbutton, the user entered values will be submitted to the database. The user will be directed to the Transfer Monitoring List screen.
Business Object (Attribute)	None.
Validation	An information message appears at the top of the screen for the following conditions: • *Condition*: If the student is successfully added to the Transfer Monitoring List, the following message will appear in the Transfer Monitoring List screen. *Message*: Successfully added. *Location*: Servicer *Additional Information*: Display info.gif.

3.5   Transfer Monitoring List

Description	Lists all transfer students submitted by the school to be monitored by NSLDS II for reported changes. Lists all students that were submitted by the school via the online Student Monitoring Add page or via the Transfer Monitoring Inform batch file. The Transfer Monitoring List page only shows the students submitted by the school associated with the user ID of the person viewing the list. The transfer monitoring list displays a maximum of 125 monitored students on one page. If the list contains more than 125 students, a page down button will allow the user to view subsequent pages. A page up button will be available once a user has paged down.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.053
Reference(s)	TRANMONL.ASP, WB2E_TRANSFER_MONITORING_LST_SVR
Business Object	Student, Transfer Monitor

3.5.1   Software Unit Logic

NSLDS I File Name:	TRANMONL.asp
NSLDS II File Name:	Tranmonl.jsp
Pre-Status:	This screen is accessible from all screens on the Financial Aid Professionals website except from the following screens (depending on user access privileges): • Change Password • System Requirements • Contact Us • FAQ • Download Help • Security * If the user has already created a school transfer profile, this will be the default page for the Tran tab.
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Student Monitoring Add (Pushbutton: Add Student to Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Logoff Icon) • Contact Us (Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	The following graphical objects may appear on this screen: • nextgroup.gif • prevgroup.gif • Alert.gif • Error.gif
Tab Order:	1. Sort By 2. SSN 3. Last Name 4. Enrollment Begin Date

	5. Monitor Begin Date 6. Last Changed By 7. Retrieve 8. Privacy Act of 1974 (As Amended) 9. URL Navigation Bar 10. Menu Tab 11. Aid Tab 12. Org Tab 13. Report Tab 14. Tran Tab 15. Support Tab 16. Contact Us Icon 17. Help Icon 18. Logoff Icon 19. Monitoring Alert Review 20. School Transfer Profile 21. UNIVERSITY OF MONTEVALLO (example) 22. Add Student to Monitoring List

3.5.2 Design Details

The following screenshot highlights the functionality of the Transfer Monitoring List screen.

Figure 10, Transfer Monitoring List

3.5.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

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Transfer Monitoring List	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

Add Student to Monitoring List Button	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Add screen.
Actions to be performed	By clicking on the pushbutton, the Student Monitoring Add screen will appear.
Business Object (Attribute)	None.
Business Object (Attribute)	None.
Validation	None.

Sort By	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a Sort By criteria. The following options should be listed:

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Sort By	
	-Select-
Name
SSN
Enrollment Begin Date
Monitor Begin Date
Last Changed By

The default sort order is alphabetical by Student Last Name. |
| Actions to be performed | When the user clicks on the Sort By Dropdown Box, all the options appear. The "Select" option is highlighted.

On Enter
        Retrieve pushbutton is enacted. |
| Business Object (Attribute) | None. |
| Validation | None. |

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's SSN for filtering purposes.

Min Characters – 0
Max Characters – 11
Masks - SSN must be entered in a "123456789" or "123-45-6789" format. |
| Actions to be performed | As the user enters the SSN, it is displayed in the textbox in editable format.

On Enter
        Retrieve pushbutton is enacted. |
| Business Object (Attribute) | Student (SSN) |
| Validation | None. |

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's Last Name for filtering purposes.

Min Characters – 0
Max Characters - 35 |

Last Name	
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (lastName)
Validation	None.

Enrollment Begin Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's Enrollment Begin Date for filtering purposes. On Enter Retrieve pushbutton is enacted. *Min Characters* – 0 *Max Characters* – 10 *Masks* – Enrollment Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's Monitor Begin Date for filtering purposes. *Min Characters* – 0 *Max Characters* – 10 *Masks* – Monitor Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format

Monitor Begin Date	
	On Enter 　　　Retrieve pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Last Changed By	
Element	Textbox
Definition/Business Rules	Allows a user to enter the name of the user that Last Changed a record for filtering purposes. *Min Characters* – 0 *Max Characters* - 48
Actions to be performed	As the user enters the name in the Last Changed By field, it is displayed in the textbox in editable format. On Enter 　　　Retrieve pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (lastChangedByName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve records based on the criteria selected.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, a list is displayed with the student information in the Transfer Student Monitoring screen. The list displays up to 120 students per page. If there are errors, the appropriate error message is displayed. The displayed list will include the following fields: SSN, Name, DOB, Enrollment Begin Date, Monitor Begin Date, Last Changed By.
Business Object (Attribute)	None.
Validation	• *Condition*: Upon successful validation, the SSN, Name, DOB, Enrollment Begin Date, Monitor Begin Date, and Last Change By data is displayed in the Transfer Student

Retrieve

| | Monitoring screen.
Message: None.
Location: Server
 Additional Information: None.

An error message appears at the top of the screen for the following conditions:

• *Condition*: The Enrollment Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format.
Message: Please enter an Enrollment Begin Date in the MMDDCCYY format.
Location: Client
 Additional Information: The label font color for the Enrollment Begin Date field becomes red. Display error.gif.

• *Condition*: The Monitor Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format.
Message: Please enter a Monitor Begin Date in the MMDDCCYY format.
Location: Client
 Additional Information: The label font color for the Monitor Begin Date field becomes red. Display error.gif.

• *Condition*: A user enters characters in the SSN field.
Message: Please enter a 9 digit numeric SSN.
Location: Client
 Additional Information: The label font color for the SSN field becomes red. Display error.gif.

• *Condition*: A user enters a SSN less than 9 characters in the SSN field.
Message: Please enter a 9 digit numeric SSN.
Location: Client
 Additional Information: The label font color for the SSN field becomes red. Display error.gif. |

1 (example)

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1 (example)	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring Detail screen for the selected student. This number increases sequentially based on the number of records that appear.
Actions to be performed	When clicked, the Transfer Monitoring Detail screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the student's SSN. If the student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the SSN. *Masks* – SSN is displayed in the "123-45-6789" format.
Actions to be performed	None.
Business Object (Attribute)	Student (SSN)
Validation	None.

Name	
Element	Label
Definition/Business Rules	Displays the student's first and last name.
Actions to be performed	None.
Business Object (Attribute)	Student (lastName, firstName)
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the student's DOB. *Masks* – DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Enrollment Begin Date (the date when the student was reported to begin classes at the school). *Masks* – Enrollment Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student). *Masks* – Monitor Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Last Changed By	
Element	Label
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or last updated via batch process, Batch displays here. *Masks* – The date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (lastChangedByName, lastChangedbyDate)
Validation	None.

3.6   Student Monitoring Detail

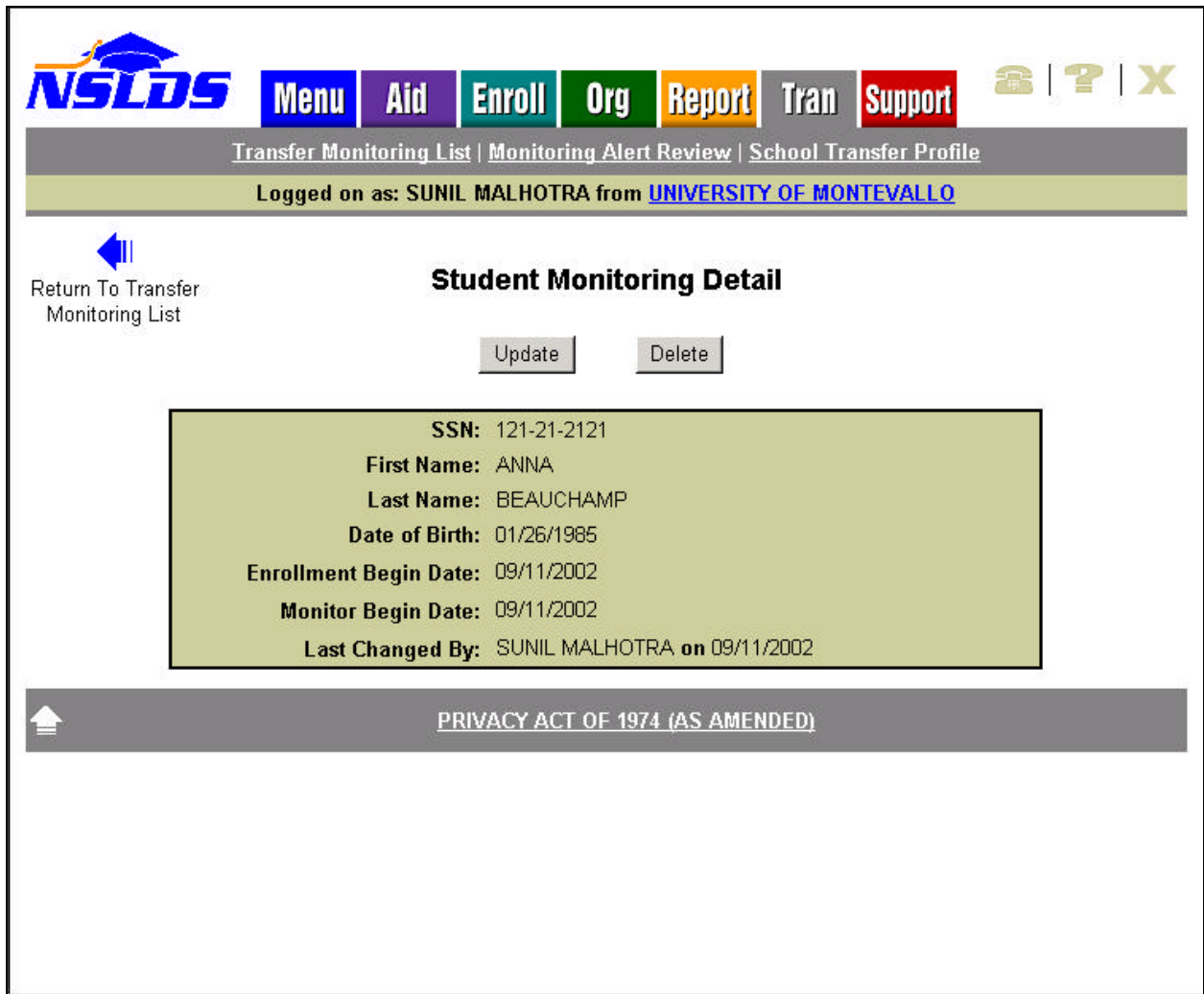| Description	Displays detailed transfer monitoring student information that can be updated or deleted.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONDT.ASP, WB2B_STUDENT_MONITORING_DETL_SVR
Business Object	Student, Transfer Monitor

3.6.1   Software Unit Logic

NSLDS I File Name:	STUMONDT.ASP
NSLDS II File Name:	Stumondt.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • Transfer Monitoring List (Link: Active Bullet Number Icon) • Loan History (Pushbutton: Student Monitoring Detail) • Pell Grant (Pushbutton: Student Monitoring Detail)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Student Monitoring Update (Pushbutton: Update) • Student Monitoring Delete (Pushbutton: Delete) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	The following graphical objects may appear on this screen:

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	• None
Tab Order:	1. Privacy Act of 1974 (As Amended)
	2. URL Navigation Bar
	3. Menu Tab
	4. Aid Tab
	5. Org Tab
	6. Report Tab
	7. Tran Tab
	8. Support Tab
	9. Contact Us Icon
	10. Help Icon
	11. Logoff Icon
	12. Transfer Monitoring List
	13. Monitoring Alert Review
	14. School Transfer Profile
	15. UNIVERSITY OF MONTEVALLO (example)
	16. Return to Transfer Monitoring List
	17. Update
	18. Delete
	19. Return to Top of Page

3.6.2   Design Details

The following screenshot highlights the functionality of the Student Monitoring Detail screen.

Figure 11, Student Monitoring Detail

3.6.3   Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List appears.
Business Object (Attribute)	None.

Return to Transfer Monitoring List	
Validation	None.

Update	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Update screen.
Actions to be performed	When clicked, the Student Monitoring Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Delete	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Delete screen.
Actions to be performed	When clicked, the Student Monitoring Delete screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the student's SSN. If the student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the Social Security number. *Masks* – SSN is displayed in the "123-45-6789" format.
Actions to be performed	None.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the student's First Name
Actions to be performed	None.
Business Object (Attribute)	Student (firstName)
Validation	None.

Last Name	
Element	Label
Definition/Business Rules	Displays the student's Last Name
Actions to be performed	None.
Business Object (Attribute)	Student (lastName)
Validation	None.

Date of Birth	
Element	Label
Definition/Business Rules	Displays the student's DOB. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB displays as provided by the user. *Masks* – DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Enrollment Begin Date (the date when the student was reported to begin classes at the school). *Masks* – Enrollment Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student). *Masks* – Monitor Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)

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Monitor Begin Date	
Validation	None.

Last Changed By	
Element	Label
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or last updated via batch process, Batch displays here. *Masks* – The date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (lastChangedByName, lastChangedbyDate)
Validation	None.

3.7   Student Monitoring Update

Description	Allows a user to update the student's Transfer Monitoring Detail information.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONUP.ASP, WB2B_STUDENT_MONITORING_DETL_SVR, WB2C_STUDENT_MONITORING_UPDT_SVR
Business Object	Student, Transfer Monitor

3.7.1   Software Unit Logic

NSLDS I File Name:	STUMONUP.asp
NSLDS II File Name:	Stumonup.jsp

Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • Student Monitoring Detail (Pushbutton: Update)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Student Monitoring Detail (Link: Return to Student Monitoring Detail) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	The following graphical objects may appear on this screen: • Back.gif • Error.gif • Info.gif
Tab Order:	1. First Name 2. Last Name 3. Date of Birth 4. Enrollment Begin Date 5. Monitor Begin Date 6. Submit 7. Return to Top of Page Icon 8. Privacy Act of 1974 (As Amended) 9. URL Navigation Bar 10. Menu Tab 11. Aid Tab 12. Org Tab 13. Report Tab 14. Tran Tab 15. Support Tab 16. Contact Us Icon 17. Help Icon 18. Logoff Icon

	19. Transfer Monitoring List
	20. Monitoring Alert Review
	21. School Transfer Profile
	22. UNIVERSITY OF MONTEVALLO (example)
	23. Return to Student Monitoring Detail

3.7.2   Design Details

The following screenshot highlights the functionality of the Student Monitoring Update screen.

Figure 12, Student Monitoring Update

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3.7.3   Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Detail screen.
Actions to be performed	When clicked, the Student Monitoring Detail appears.
Business Object (Attribute)	None
Validation	None.

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SSN	
Element	Label
Definition/Business Rules	Displays the student's SSN. This field should not be editable. *Masks* – The SSN is displayed in the "123-45-6789" format.
Actions to be performed	None.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's first name. The First Name textbox should be automatically populated based on the student's first name that is displayed on the Student Monitoring Detail screen. Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date. *Min Characters* – 1 *(*this field is required) *Max Characters* – 12
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (firstName)
Validation	None.

Last Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's last name. The Last Name textbox should be automatically populated based on the student's last name that is displayed on the Student Monitoring Detail screen.

Last Name:	
	Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date. *Min Characters* – 1 (this field is required) *Max Characters* - 35
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format.
h	Student (lastName)
Validation	None.

Date of Birth:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's date of birth. The Date of Birth textbox should be automatically populated based on the student's date of birth that is displayed on the Student Monitoring Detail screen. Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* - DOB must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Date of Birth, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (DOB)
Validation	None.

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Enrollment Begin Date:	
Element	Textbox
Definition/Business Rules	Allows a user to enter the student's enrollment begin date. The Enrollment Begin Date textbox should be automatically populated based on the student's enrollment begin date that is displayed on the Student Monitoring Detail screen. Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* – Enrollment Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date:	
Element	Textbox
Definition/Business Rules	Displays the current date when the user accesses this page. The Monitor Begin Date textbox should be automatically populated based on the student's monitor begin date that is displayed on the Student Monitoring Detail screen. Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has

Monitor Begin Date:	
	monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date. *Min Characters* – 8 (this field is required) *Max Characters* – 10 *Masks* – Monitor Begin Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit updates to a student's transfer monitoring information.
Actions to be performed	By clicking on the pushbutton, the user can submit their request to update a student's transfer monitoring information.
Business Object (Attribute)	None.
Validation	An error message appears at the top of the screen for the following conditions: • *Condition*: The user leaves the First Name field blank. *Message*: Please enter a First Name. *Location*: Client *Additional Information*: The label font color for the First Name field becomes red. Display error.gif. • *Condition*: The user leaves the Last Name field blank. *Message*: Please enter a Last Name. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif. • *Condition*: The Date of Birth field is not entered in the MMDDCCYY,

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MM/DD/CCYY, or MM-DD-CCYY format.. *Message*: Please enter an Enrollment Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Last Name field becomes red. Display error.gif.   • *Condition*: The Date of Birth field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter a Date of Birth in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif.   • *Condition*: The Enrollment Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter an Enrollment Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Enrollment Begin Date field becomes red. Display error.gif.   • *Condition*: The Monitor Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter a Monitor Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Monitor Begin Date field becomes red. Display error.gif.   • *Condition*: The student being added to the transfer monitoring list should be between the age of 12 and 99. *Message*: Please enter a Date Of Birth that places the student between 12 and 99 years

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inclusively. *Location*: Client *Additional Information*: The label font color for the Date of Birth field becomes red. Display error.gif. • *Condition*: The Monitor Begin Date must be greater than or equal to the current date. *Message*: Please enter a Monitor Begin Date greater than or equal to the current date. *Location*: Client *Additional Information*: The label font color for the Monitor Begin Date field becomes red. Display error.gif. • *Condition*: The Monitor Begin Date must be less than or equal to the Enrollment Begin Date. *Message*: Please enter the Monitor Begin Date less or equal to Enrollment Begin Date. *Location*: Client *Additional Information*: The label font color for the Monitor Begin Date field becomes red. Display error.gif. An information message appears at the top of the screen for the following conditions: • *Condition*: If the student information is successfully updated, the following message will appear in the Transfer Monitoring List screen. *Message*: Successfully updated. *Location*: Servicer *Additional Information*: Display info.gif.

3.8   Student Monitoring Delete

Description	Allows a user to delete the student from their school's Transfer Monitoring List.
New or Existing	Existing

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User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.055, 1.056, 1.057
Reference(s)	STUMONAD.ASP
Business Object	Student, Transfer Monitor

3.8.1   Software Unit Logic

NSLDS I File Name:	STUMONDL.asp
NSLDS II File Name:	Stumondl.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): • Student Monitoring Detail (Pushbutton: Delete)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Student Monitoring Detail (Link: Return to Student Monitoring Detail) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	The following graphical objects may appear on this screen: • Back.gif • Info.gif
Tab Order:	1. Privacy Act of 1974 (As Amended) 2. URL Navigation Bar 3. Menu Tab 4. Aid Tab

| | 5. Org Tab
6. Report Tab
7. Tran Tab
8. Support Tab
9. Contact Us Icon
10. Help Icon
11. Logoff Icon
12. Transfer Monitoring List
13. Monitoring Alert Review
14. School Transfer Profile
15. UNIVERSITY OF MONTEVALLO (example)
16. Return to Student Monitoring Detail
17. Confirm |
|---|---|

3.8.2   Design Details

The following screenshot highlights the functionality of the Student Monitoring Delete screen.

Figure 13, Student Monitoring Delete

3.8.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Return to Student Monitoring Detail	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Detail screen.
Actions to be performed	When clicked, the Student Monitoring Detail appears.
Business Object (Attribute)	None.
Validation	None.

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Delete Confirmation Statement	
Element	Label
Definition/Business Rules	This statement confirms that the user would like to delete the student monitoring information. The following statement should be displayed: You are asking that this Student Monitoring record be DELETED from your List. Student Monitoring records should be deleted only if the student will not be attending your institution or the student was entered in error. Please do not DELETE a student simply to stop monitoring him or her. **To complete this DELETE, please click CONFIRM.**
Actions to be performed	None
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the student's SSN. Mask – The SSN is displayed in the "123-45-6789" format.
Actions to be performed	None.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the student's First Name.
Actions to be performed	None.
Business Object (Attribute)	Student (firstName)
Validation	None.

Last Name	
Element	Label
Definition/Business Rules	Displays the student's Last Name
Actions to be performed	None.
Business Object (Attribute)	Student (lastName)
Validation	None.

Date of Birth	
Element	Label
Definition/Business Rules	Displays the student's DOB. *Masks* – DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Enrollment Begin Date (the date when the student was reported to begin classes at the school). *Masks* – Enrollment Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student). *Masks* – Monitor Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Last Changed By	
Element	Label
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or

Last Changed By	
	last updated via batch process, Batch displays here.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (lastChangedByName, lastChangedbyDate)
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit their request to delete the student record.
Actions to be performed	By clicking on the pushbutton, the record is deleted and the Transfer Monitoring List screen appears. The following message is displayed: Successfully deleted. The info.gif is also displayed. Once the deletion has been confirmed, the student's information will be removed from the Monitoring and Alert list(s). It does not delete the student from the Monitoring table; it just ends the Monitoring and removes the student from viewable lists online. A record of the deletion is maintained by the NSLDS for auditing purposes.
Business Object (Attribute)	None.
Validation	An information message appears at the top of the screen for the following conditions: • *Condition*: If the student is successfully deleted from the Transfer Monitoring List, the following message will appear in the Transfer Monitoring List screen. *Message*: Successfully deleted. *Location*: Servicer *Additional Information*: Display info.gif.

3.9   Monitoring Alert Review

Description	Lists all transfer students on a school's transfer monitoring list to which changes have been reported.

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	The NSLDS sends a school an Alert on any student listed on that school's Transfer Monitoring List whenever a relevant change has been reported on that student's record. Any NSLDS authorized online user for a school can view that school's current Alert list at any time via online. In addition, a school can request that any Alert generated be sent in a batch file via its SAIG mailbox. Changes that prompt an Alert for Loans are: • New loan reported (FFEL, Direct Loan, or Perkins) • New disbursement or reduction in disbursed amount on an existing loan (FFEL, Direct Loan, or Perkins) • A change in the Amount of Outstanding Principle Balance on an existing loan (FFEL, Direct Loan, or Perkins) New, increased, or decreased cancellation amount reported on a loan • Change in Amount of Loan (FFEL, Direct Loan, or Perkins) Changes that prompt an Alert for Pell Grants are: • New Pell Grant reported • New disbursement or reduction in disbursed amount on an existing Pell Grant • Changes in Pell Grant percentage • Change in Amount of Pell Grant awarded A student's record will be monitored until the 91st day after the Enrollment Begin Date reported by the school.
New or Existing	Existing
User Group (Screen Level)	$SCHFAT
Requirements Traceability	1.058
Reference(s)	MONALREV.ASP
Business Object	Student, Transfer Monitor, Loan, Grant

3.9.1   Software Unit Logic

NSLDS I File Name:	MONALREV.asp
NSLDS II File Name:	Monalrev.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges):

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	• Transfer Monitoring List (Link: Monitoring Alert Review) • School Transfer Profile (Link: Monitoring Alert Review) • Student Monitoring Add (Link: Monitoring Alert Review) • Student Monitoring Detail (Link: Monitoring Alert Review) • Student Monitoring Update (Link: Monitoring Alert Review) • Student Monitoring Delete (Link: Monitoring Alert Review) • School Transfer Profile (Link: Monitoring Alert Review) • School Transfer Profile Update (Link: Monitoring Alert Review)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): • Transfer Monitoring List (Link: Transfer Monitoring List) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	The following graphical objects may appear on this screen: • Nextgroup.gif • Prevgroup.gif • Disabledcheck.gif • Error.gif
Tab Order:	1. Name 2. SSN 3. Last Name 4. Date Alerted 5. Enrollment Begin Date 6. Loans Only 7. Pells Only 8. Retrieve 9. Loan (Example) 10. Reviewed Checkbox 11. Submit 18. Privacy Act of 1974 (As Amended) 19. URL Navigation Bar

	20. Menu Tab
	21. Aid Tab
	22. Org Tab
	23. Report Tab
	24. Tran Tab
	25. Support Tab
	26. Contact Us Icon
	27. Help Icon
	28. Logoff Icon
	29. Transfer Monitoring List
	30. School Transfer Profile

3.9.2   Design Details

The following screenshot highlights the functionality of the Monitoring Alert Review screen.

Monitoring Alert Review

Monitoring Results as of: 09/09/2003

Sort By:	Name ▼	
Display Only:	SSN: 558-44-1011	
	Last Name:	Retrieve
	Date Alerted: (MMDDCCYY)	
	Enrollment Begin Date: (MMDDCCYY)	
	☐ Loans Only ☐ Pells Only	

SSN	Name	DOB	Change	Reviewed	Date Alerted	Enrollment Begin Date	Monitor Begin Date
558-44-1011	KAREN KEMP	09/11/1971	Loan	☑	06/13/2001	06/08/2001	06/13/2001
			Loan	☑	06/13/2001	06/08/2001	06/13/2001
			Pell	☐	06/13/2001	06/08/2001	06/13/2001
			Pell	☐	06/13/2001	06/08/2001	06/13/2001
			Pell	☐	06/13/2001	06/08/2001	06/13/2001
			Pell	☑	06/13/2001	06/08/2001	06/13/2001
			Loan	☐	06/14/2001	06/08/2001	06/13/2001
			Loan	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☑	06/14/2001	06/08/2001	06/13/2001
			Loan	☐	06/14/2001	06/08/2001	06/13/2001
			Loan	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Pell	☐	06/14/2001	06/08/2001	06/13/2001
			Loan	☐	06/15/2001	06/08/2001	06/13/2001
			Loan	☐	06/15/2001	06/08/2001	06/13/2001
			Pell	☐	06/15/2001	06/08/2001	06/13/2001
			Pell	☐	06/15/2001	06/08/2001	06/13/2001
			Pell	☐	06/15/2001	06/08/2001	06/13/2001

Submit

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Figure 14, Monitoring Alert Review

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3.9.3   Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Alert Review	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
Business Object (Attribute)	None.
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
Business Object (Attribute)	None.
Validation	None.

Monitoring Results as of	
Element	Label
Definition/Business Rules	Displays the date the last Monitoring process took place. This date line is automatically updated after the NSLDS runs the Monitoring process.

Masks – The date is displayed in the MM/DD/CCYY format. |
| Actions to be performed | None. |

Monitoring Results as of	
Business Object (Attribute)	TransferMonitor (monitorRsltDt)
Validation	None.

Sort By	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a Sort By criteria. The following options should be listed:

-Select-
SSN
Last Name
Date Alerted
Enrollment Begin Date
Loans Only
Pell Only

The default sort order is by alphabetical by Student Last Name. The default sort for list is broken into two sections: Reviewed and Not Reviewed. Those records with no check in the Reviewed checkbox will display at the top of the list, in alphabetical order by last name. Those records with Reviewed boxes checked will display next, in alphabetical order by last name. |
| Actions to be performed | When the user clicks on the Sort By Dropdown Box, all the options appear. The "Select" option is highlighted.

On Enter
        Retrieve pushbutton is enacted. |
| Business Object (Attribute) | None. |
| Validation | None. |

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's SSN for filtering purposes.

Min Characters – 0
Max Characters – 11
Masks - SSN must be entered in a "123456789" or "123-45-6789" format. |

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SSN	
Actions to be performed	As the user enters the SSN, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's Last Name for filtering purposes. *Min Characters* – 0 *Max Characters* - 35
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (lastName)
Validation	None.

Date Alerted	
Element	Textbox
Definition/Business Rules	Allows a user to enter the Date Alerted for filtering purposes. *Min Characters* – 0 *Max Characters* – 10 *Mask* – The Date Alerted with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Date Alerted, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	TransferMonitor (dtAlerted)
Validation	None.

Enrollment Begin Date	
Element	Textbox

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Enrollment Begin Date	
Definition/Business Rules	Allows a user to enter the Enrollment Begin Date for filtering purposes. *Min Characters* – 0 *Max Characters* – 10 *Mask* – The Enrollment Begin Date with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Loans Only	
Element	Checkbox
Definition/Business Rules	Allows a user to select if they would like to filter by loans.
Actions to be performed	As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Loan (type)
Validation	None.

Pells Only	
Element	Checkbox
Definition/Business Rules	Allows a user to select if they would like to filter by Pell grants.
Actions to be performed	As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Grant (type)
Validation	None.

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Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve records based on the criteria selected.
Actions to be performed	By clicking on the pushbutton, records matching the filter criteria are displayed. The list displays up to 120 students per page.
Business Object (Attribute)	None.
Validation	A error message appears at the top of the screen for the following conditions: • *Condition*: A user enters characters in the SSN field. *Message*: Please enter a numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN field becomes red. Display error.gif. • *Condition*: A user enters a SSN less than 9 characters in the SSN field. *Message*: Please enter a 9 digit numeric SSN. *Location*: Client *Additional Information*: The label font color for the SSN field becomes red. Display error.gif. • *Condition*: The Date Alerted field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter a Date Alerted in the MMDDCCYY format. *Additional Information*: The label font color for the Date Alerted field becomes red. Display error.gif. • *Condition*: The Enrollment Begin Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. *Message*: Please enter an Enrollment Begin Date in the MMDDCCYY format. *Location*: Client *Additional Information*: The label font color for the Enrollment Begin Date field becomes red. Display error.gif.

SSN	
Element	Label
Definition/Business Rules	Displays the student's SSN. *Masks* – The SSN is displayed in the "123-45-6789" format.
Actions to be performed	None.
Business Object (Attribute)	Student (SSN)
Validation	None.

Name	
Element	Label
Definition/Business Rules	Displays the student's first and last name.
Actions to be performed	None.
Business Object (Attribute)	Student (firstName, middleInitial, lastName)
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the student's DOB. *Masks* – The DOB is displayed in the "MM/DD/CCYY" format.
Actions to be performed	None.
Business Object (Attribute)	Student (DOB)
Validation	None.

Change	
Element	Label
Definition/Business Rules	Displays a list of links to the changes that prompted the Alert. If the student had a relevant change reported on a Pell Grant, the Pell link appears. Clicking **Pell** links you to the student's Pell Grant History page to view the change reported. If the student had a relevant change reported on a loan, the Loan link appears. Clicking **Loan** links you to the student's Loan Detail page for that specific loan to view the change reported.

Change	
	If the student has changes to more than one loan, there are multiple links, each going to a different Loan Detail page. The links will be numbered "Loan 2, Loan 2, etc."
Actions to be performed	Clicking **Pell** links you to the student's Pell Grant History page to view the change reported. Clicking **Loan** links you to the student's Loan Detail page for that specific loan to view the change reported.
Business Object (Attribute)	None.
Validation	None.

Reviewed	
Element	Checkbox
Definition/Business Rules	Allows a user to check the box once they have reviewed the change immediately to the left of the box. Checking the box determines the placement of the student's Alert record on the list. Clicking the link to the changed information does not check the box automatically. If the school requested that its Alerts be sent via Batch file, any change reported via batch is automatically checked online as Reviewed.
Actions to be performed	As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed. Checking the box determines the placement of the student's Alert record on the list. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	None.
Validation	None.

Date Alerted	
Element	Label

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Definition/Business Rules	Displays the date when the NSLDS added the student's name/change to the Alert list and/or sent a batch Alert on the student to the school, if that's the chosen output method. *Masks* – The Date Alerted is displayed in the "MM/DD/CCYY" format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (dtAlerted)
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Enrollment Begin Date (the date when the student was reported to begin classes at the school). *Masks* – The Enrollment Begin Date is displayed in the "MM/DD/CCYY" format.
Actions to be performed	None.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the student's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student). Displays the last datr3e the monitor process was run at NSLDS. *Masks* – The Monitor Begin Date is displayed in the "MM/DD/CCYY" format.
Actions to be performed	None.
Business Object (Attribute)	TransferMonitor (monitorBeginDt)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to reorder the list by Reviewed boxes that are marked with "check".

Submit	
Actions to be performed	By clicking on the pushbutton, it allows the user to submit one or more checks from a page to the database. The list will be redisplayed from the beginning in the selected sort/filter order as specified by the user. Records that have been reviewed and submitted will display with a checked and disabled checkbox if they pass the filter criteria.
Business Object (Attribute)	None.
Validation	None.

4 Appendix A – Screens Global Attributes

5   Appendix B – User Interface Inventory Matrix

6   Appendix C – Website Help